



Franklin County  
Dept. of Economic Dev. & Planning  
150 South Front Street, FSL Suite 10  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Junior Program Coordinator  
(Non-Bargaining)

**PCN:** 051222

**P.R.:** N13

**SUPERVISOR:** Rollin Seward, Assistant Director

**PRIMARY RESPONSIBILITIES:** Assist Grant Administrator in administration of the Franklin County HOME and Community Development Block Grant (CDBG) Entitlement Programs. Assist in preparation/development of County's Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER). Construct, maintain, and monitor all applicable County HOME and CDBG contracts, oversee all contracts, budgeting functions, planning activities and documentation files. Develop procedures and processes that ensure the fiscal oversight/accountability of all funds utilized under grant programs. Manage HOME program housing loan portfolio. Assist supervisor with administration of County's Neighborhood Stabilization Program. Ensure all environmental reviews have been conducted for program projects in compliance with HUD regulations and that all State and Federal regulations regarding procurement, labor relations, fair housing, and minority business enterprise policies are followed and documented. Provide HOME and CDBG technical assistance to all inquiring parties and communicate with supervisors (e.g. presentations, committee meetings, personnel and operations support) regarding responsibilities on a weekly basis. As directed, represent Department on all applicable boards, committees, and/or task forces.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Urban Planning, or Public Administration with two year of experience in urban planning, grant administration or related field, or any equivalent combination of training and experience. Prefer a Master's degree in Regional Planning and 1 yr. exp. working with government agencies.

**STARTING SALARY:** \$22.04/hour, plus a comprehensive benefits package.  
180 Day Probationary Period

**DATE POSTED:** Thursday, October 24, 2013

**DEADLINE FOR APPLYING:** Friday, December 6, 2013

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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